

## UNIT PARTICIPATION MANAGEMENT

Effective management of RESERVE PARTICIPATION is a matter of special interest to the Command and all unit members. The following guidelines are intended to clarify rules regarding responsibilities, sign-in procedures, excusals, equivalent training, rescheduling, IDT away from home station, UTAPS, AF Form 40a, etc.) We want to ensure members receive credit for all participation and their rescheduled, equivalent training and excused UTAs are documented IAW AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.

### SIGN-IN PROCEDURES

1. The unit commander must ensure unit members meet the standards set forth in AFI 36-2903, *Dress and Personal Appearance Personnel* and AFI 40-502, *The Weight Management Program*, prior to signing in for duty and that the sign-in procedures (UTAPS) are carefully controlled to prevent unauthorized participation and administrative errors. For instances, a prompt is built into the UTAPS program to alert the UTAPS monitor of members who are participating on the Weight Management Program (WMP) and require evaluation. These members should be referred to the unit Weight Management Manager prior to sign-in to complete any WMP actions. Unit commanders must implement a procedure to ensure these actions are accomplished prior to sign-in and that each member is cleared for unit participation.
2. Each member is required to be present for duty at the start of each training period. Before the start of a UTA, each member signs in through the UTAPS. Under normal circumstances, a member is considered late who does not sign in prior to the start of the UTA. However, the unit commander or first sergeant have the authority to allow a member who is late to sign in up to 30 minutes after the beginning of the first training period.
3. Thirty minutes after the beginning of a training period the certifying official must report the absent member as unexcused for the first training period in the UTAPS. If a member reports after this action has been accomplished, the commander determines if credit for attendance is appropriate. If the member does not attend the four hour training period for at least a minimum of two hours, credit for duty may not be authorized.
4. If a member is required to report for inactive duty training (IDT) prior to the unit's normal sign-in, a copy of an AF Form 40a, which reflects the actual scheduled duty hours, must be provided to the unit for the UTAPS manager prior to departure. The remarks section will include the statement "**In lieu of unit sign-in.**" The certified AF Form 40a will be given to the UTAPS monitor upon return.

5. The unit commander must maintain all related participation documents to support excused and unexcused absences, equivalent training, and rescheduled training. Local procedures must be established to track the number of equivalent training (ET) periods to prevent a member from exceeding the maximum of four periods of ET for pay each fiscal year. Good management dictates sufficient documentation be maintained to support all participation actions. Such documents may include letters, medical certificates, orders, memorandum of telephone calls, etc. Retention of participation documents may become critical to support some administrative actions (i.e., discharges, demotions, recalls, etc.).

### THE UNIT MEMBER'S RESPONSIBILITIES FOR UTA ABSENCES

1. The unit member has the primary responsibility for maintaining a satisfactory participation record. However, the unit commander and supervisor must be aware of the impact participation has on retention. Nonparticipation is the most acute symptom of an ailing retention program. Without an effective participation program, we will always have retention problems.

2. INDIVIDUAL: A reserve member is responsible for contacting the **Orderly Room or supervisor** as soon as they become aware that they will not be able to attend a UTA. Contact should be made by telephone, but other means are acceptable so long as they are timely. If a Reservist becomes incapacitated and cannot personally contact the Orderly Room or supervisor, someone else may call. A Reservist is responsible for maintaining their current address and telephone number with the unit.

3. COMMANDER OR SUPERVISOR: The commander or designated representative is the approval/disapproval authority to excuse or not excuse a missed UTA, authorize equivalent training (ET), or reschedule a UTA. All unit members designated by the commander to authorize these actions must be designated in writing. These letters must be on file in the unit and MPF Career Enhancement Section. The commander and designated representatives must exercise sound judgment in authorizing UTA excusal, ET, or rescheduling actions. The commander or supervisor must consider the impact on training readiness and mission effectiveness when considering requests for excusals.

- a. If, for any reason, the member fails to notify the unit commander or supervisor of the circumstances regarding the absence, the individual's commander or supervisor will attempt to contact the individual. **Every effort must be made to make personal contact during the first period of the UTA**, but not later than the end of the UTA. If contact is made anytime during the UTA, the commander may excuse, not excuse, or authorize equivalent training, as appropriate, based on the merits of the case. Rescheduling the member at this point is **not authorized!** (NOTE: All attempts to contact the absent member, to include telephone contacts, must be documented using 56 APS FL-46 and retained on file in the unit.

NOTE: It is very important to document all attempts to contact the individual(s). This will serve to protect the individual, supervisor, commander, and the squadron.

b. If personal contact is not made during the UTA, the air reserve technician (ART) will assume contact responsibility. If after five duty days contact has not been made, provide the names of the individuals who were not contacted to the Unit Career Advisor for follow-up action.

c. The commander or supervisor will counsel members who accumulate four unexcused absences. The unit's monthly Absence Information Roster from the Career Enhancement Section will be used to identify these individuals. Counseling will be documented and maintained in the member's personal information file.

d. The commander will utilize the Eight or More Unexcused Absences RIPs provided by the Career Enhancement Section to identify members who require a retention decision. Members with eight or more unexcused absences will automatically be projected by the Personnel Employment Section for reassignment to HQ ARPC 180 days from the date of the eighth unexcused absence. The unit commander has 30 calendar days to evaluate the member's participation and make a decision to do one of the following:

(1) Cancel the reassignment action by excusing a sufficient quantity of the unexcused absences to a number less than eight by attaching an AF Form 40a to the RIP and returning it to the Career Enhancement Section. **REMEMBER:** All excusals must be fully justified in the Remarks section of the AF Form 40a or on an attachment to the AF Form 40a.

(2) Retain the member as a Mobilization Resource Reserve. Contact the Personnel Employment section for details on how to accomplish this action. Members in this status are accountable to the unit strength, but are **not authorized** to participate for pay or points.

**IMPORTANT:** Once the Personnel Employment Section has placed the member into Mobilization Resource Reserve status, ensure the working status code in UTAPS is updated to "code 07" on these personnel to preclude them from being scheduled for future IDT. In addition, mobilization resource reserve positions are available for outside recruitment. When a replacement has been found to fill the position, the unit member will automatically be reassigned to HQ ARPC.

(3) Allow the projected reassignment action to consummate. In accordance, with AFI 36-2503, members who become non-participants should be demoted prior to reassignment to HQ ARPC. This action requires close coordination with the Career Enhancement Section and will take 60 to 90 days to complete.

(4) Cancel the reassignment action because member is on the Weight Management Program (WMP) and some or all of the absences are a result of unsatisfactory WMP evaluations.

NOTE: It is extremely important that the unit commander return the RIPS and any attachments together to the Career Enhancement Section within the 30-day suspense date since reassignment action has already been projected. Reassignment actions become locked into place 15 days prior to the projected reassignment day and may not be cancelled after this point by the base-level MPF.

e. IMPORTANT! The unit will maintain all related participation documentation to support excused/unexcused absences, ET, rescheduled UTAs, counselings, and active duty tours which affect scheduled UTA training. **This documentation will be maintained in the Commander's Personnel Information File (AFI 36-2608) for a minimum of one year.**

f. Local procedures must be established to track the number of equivalent training periods each member performs to prevent a member from performing more than four periods of equivalent training, for pay, each fiscal year. The Career Enhancement Section provides a monthly Absence Information Roster. This roster will be used to confirm validity of four ET periods to curtail misuse of equivalent training per fiscal year.

### **RESCHEDULING A UNIT TRAINING ASSEMBLY (UTA)**

1. The rescheduling of UTAs is authorized, but must be in the best interest of accomplishing the Air Force Reserve mission. Its primary purpose is not for the unit member's personal convenience. A decision to reschedule may be based on the (1) unit's mission needs, (2) training opportunities, and (3) the member's availability. Rescheduling **must** be authorized by proper authority prior to the beginning of the UTA. **All after-the-fact rescheduling requests will not be honored!** The rescheduled UTA may be performed at any time during the same fiscal year.

2. Rescheduling a UTA may be authorized by the unit commander, or designated representative, only to meet changing unit circumstances and to meet unit or training requirements. Rescheduled UTAs will **not** be used to make up missed UTAs. **(Rescheduled UTAs are for mission requirements only!)** Only equivalent training (ET) may be used to schedule IDT for missed UTAs.

3. Rescheduling actions for individual members must be documented on an AF Form 40a along with the rationale for the rescheduled training. The rescheduled UTA must be approved **in advance** of the scheduled UTA. **After-the-fact rescheduling must not be honored.**

4. Once a member misses a scheduled training period of a UTA, the only options remaining to the commander are the following:

a. Excuse the missed training period.

b. Excuse the missed training period and authorize equivalent training (ET). (NOTE: A commander may not authorize **ET prior to** the missed training period!). The ET must be accomplished before the end of the fiscal year.

c. Count the missed training period as an unexcused absence. If a member subsequently provides the commander with an acceptable reason for the absence, the commander may change the unexcused absence to an excused absence by completing an AF Form 40a.

5. As a reminder, rescheduled UTAs must be performed before the end of the fiscal year as the originally scheduled UTA.

6. The training performed during the rescheduled UTA must benefit the member's training, unit training, and the unit readiness to the same extent as the originally scheduled UTA. The statement "RESCHEDULED UTA WILL PROVIDE THE SAME TYPE AND QUALITY OF TRAINING AS THE ORIGINALLY SCHEDULED UTA" must be typed in the Remarks section of AF Form 40a. If the unit cohesiveness and teamwork were the key factors in the originally scheduled UTA, then the rescheduled UTA must offer the same training opportunities.

7. For members rescheduled to a date "**prior to**" the unit's originally scheduled UTA, the AF Form 40a will be completed **prior to** the rescheduled UTA. For members rescheduled to a date "**after**" the unit's originally scheduled UTA, the AF Form 40a should be accomplished prior to, but **must** be accomplished not later than the completion of the originally scheduled UTA.

8. The UTAPS monitor will use the AF Form 40a authorizing the rescheduled IDT to schedule the member in UTAPS.

9. UTAs may be rescheduled for individual unit members or groups of individuals. The commander must use discretion and sound judgment in employing this option. Rescheduled training will not be used as a substitute for equivalent training. The rescheduling action must be in writing. For flights or groups, a rescheduling letter or unit order will suffice.

10. For actions pertaining to rescheduling, a 56 APS FL-14 will be completed PRIOR to the start of the originally scheduled UTA and signed by the appropriate individuals. Orderly Room personnel will then prepare an AF Fm 40a indicating in the REMARKS section the specific reason(s) for the change in the UTA. (i.e. UTA 11-12 Jan 94 is rescheduled to 1-2 Feb 94 due to a change in mission requirements, etc.).

## EXCUSING A UNIT MEMBER FROM A SCHEDULED UTA

1. When a member is unable to perform a scheduled UTA due to personal hardship or other extraordinary circumstances, the unit commander, or designated unit representative (must be delegated in writing and letter sent to 452 MSS/DPMSC, may excuse the member. In unusual circumstances, job conflict may be considered a valid reason for excusal. Sound judgment must be used when approving an excused absence. As a rule, excusals should be obtained before the scheduled training starts.
2. If a unit member is scheduled to perform an annual tour during the unit's UTA, the member is automatically excused and no AF Form 40a is required. This does not preclude the member from having the UTA rescheduled as long as the requirements for rescheduling the member are met. However, rescheduling the UTA is not mandatory.
3. Members scheduled to perform an annual tour, school tour, or other active duty tour during the unit's UTA are considered **"constructively present."** The UTAPS monitor will use the member's active duty orders to enter a code "2" in UTAPS.
4. For actions pertaining to an excused UTA, complete an AF Form 40a. The individual authorized to approve the excused UTA signs as the authorizing official in Section III. Indicate in the Training Location/Remark Section "The member's scheduled UTA of (date) is excused." Include a specific reason(s) for the excusal.

## EQUIVALENT TRAINING (ET)

1. Equivalent training (ET) is designed to allow a unit commander, or designated unit representative to authorize a unit member to make up a missed UTA as long as it can be accomplished within the current fiscal year. **This is not a reschedule!** (Equivalent training is for personal reasons only!) Equivalent training must be performed within the same fiscal year as the missed UTA. No more than four periods of equivalent training may be performed each fiscal year for pay. (Review of the member's squadron personnel information file can clarify how many periods they may or may not have done in each fiscal year.) Equivalent training is documented on an AF Form 40a. Indicate on form the statement **"The member's scheduled UTA of (date) is excused and equivalent training is authorized on (date)."** Be sure to include the specific reason(s) for the make-up.

(NOTE: If ET is authorized, but the member does not perform the make-up duty, the UTA will remain excused. Do not charge the member with an unexcused absence or complete Section IV of the AF Form 40a unless the ET is authorized and performed.)

2. A unit member performing annual tour, RPA, MPA, school tour, etc., during a scheduled UTA is considered "constructively present" so equivalent training is **not authorized**.
3. The training provided during ET must meet at least the minimum standards set up for the member's AFSC and duty position. The training must be relevant to the member's job in the reserve unit.
4. For actions pertaining to ET, prepare a 56 APS FL-14. After it is completed with appropriate signatures, Orderly Room personnel will then prepare an AF Form 40a indicating in the REMARKS Section the reason(s) for the change in UTA (i.e. The member's scheduled UTA of 19-20 Aug 94 is excused and ET authorized on 9-10 Oct 94.)

#### **AUTHORIZING AND DOCUMENTING MEMBERS PERFORMING INACTIVE DUTY TRAINING (IDT) AWAY FROM HOME STATION**

When the commander authorized a unit member to perform inactive duty training (IDT) away from the home unit, this duty must be authorized in advance on an order of attachment and the duty performed documented and certified on the AF Form 40a. Additionally, the rationale for authorizing duty away from home station, concurrence of the commander of assignment, and the commander of attachment must also be documented and on file in the unit of assignment.

#### **ADDITIONAL INFO**

1. Military Standards (AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*.)
  - a. Dress and Appearance. A member is not allowed to take part in any pay or point gaining activity unless he or she is in a proper uniform and meets the dress and appearance standards of AFI 36-2903, *Dress and Personal Appearance of Personnel*.
  - b. Weight and Fitness. A member must stay within the weight and physical fitness requirements outlined in AFI 40-102, *The Weight Management Program*.
  - c. Training Standards. A member must take on responsibilities commensurate with his or her grade. In addition to maintaining proficiency in the tasks needed for wartime, a member must pass performance evaluations and enlisted members must complete Enlisted Specialty Training (EST) according to AFI 36-2201.
2. Medical Qualifications (AFMAN 36-8001). A member will not take part in any pay or point gaining activity unless he or she meets the medical standards in AFI 48-123, *Medical Examination and Medical Standards*, and applicable Reserve medical guidance.
3. Unsatisfactory Participation (AFMAN 36-8001). An unsatisfactory participant is defined as the following for Category A unit member. A member who has nine or more unexcused IDT

absences in a 12-month period with the first month missed as month one, or has not completed a scheduled Annual Tour in a fiscal year (unless substituted or excused), or who fails to maintain military standards, or who fails to meet the minimum point standards.

4. Uniform Code of Military Justice (UCMJ) Jurisdiction. The UCMJ applies to USAFR members during any inactive or active duty tours (AFMAN 36-8001).

5. Leave Entitlement: When a member takes part in IADT, ADT, ADS, school tour, leave is accrued at the rate of 2 ½ days per month for tours of 30 consecutive days or more. The member is entitled to be paid for unused leave. (AFMAN 36-8001)

## **DOCUMENTATION OF PARTICIPATION FOR UTAS**

1. Use the UTA Processing System (UTAPS) and the AF Form 40a, Record of Individual Inactive Duty Training to authorize and record a UTA, ET, or rescheduled UTA along with the 56 APS FL-14. The UTAPS can be used as an attendance record for UTAs, but the AF Form 40 must be completed at this time for Excusals, Equivalent Training or Rescheduled UTAs.

2. Training must be reported through UTAPS to insure payment for training performed, even when an AF Form 40a is used.

3. Copy one of the AF Form 40a is filed in the member's Personnel Information File, the third copy is filed in Item 53 of the files plan, and the second copy is given to the individual.

## **UTAPS RESPONSIBILITIES**

At the beginning of UTA, each reservist attending the UTA signs in under the UTAPS by running their Identification Card (ID) through a magnetic strip card reader at the sign-in workstation. A computer program captures the date and time and enters this information into the individual's record. Upon completion of the UTA, all information is exported to the Reserve Pay Office for preparation of the pay transactions.

## **ADMINISTRATION OF UTAPS SIGN-IN**

1. Prior to sign-in, schedule database with all personnel properly scheduled or reschedule to work on the current calendar date.

2. Each member is required to be present for duty at the start of each training period. Before the start of and at the end of a training period, each member will sign-in at the UTAPS sign-in station.

3. Under normal circumstances, a member should participate in a training period which is 4 hours in duration to receive point and pay credit. In unusual circumstances, a member may participate in less than the normal 4-hour duration, but under no circumstance will a member receive point and pay credit for a training period less than 2 hours. The unit commander's certifying official has the authority to allow a member to sign-in after the beginning of the training period if unusual circumstances prevented the member from reporting before the start of the

training period. (For example, transportation delays, medical clearances, weather, security checks, etc.). However, the member must be able to meet the time requirements.

NOTE: Commanders are not allowed to pre-establish training periods of less than 4 hours.

### **IDT DURATION**

1. As a rule, IDT is at least 4 hours and coincides with local duty hours. The 4-hour period does not include meal breaks and is not shortened when a planned meal break is not used.

2. In special cases, the unit commander may waive the 4-hour minimum for a Training Period (TP) if:

a. The authority is used only in exceptional circumstances and is not just for the personal convenience of the member.

b. The member attends the TP for at least 2 hours.

c. A record of the action (including the justification for the waiver) is attached to the file copy of the unit attendance sheet.

NOTE: Under no circumstances will a member receive point and pay credit for a TP less than 2 hours.